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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 9050.1A**Effective Date: November 04,
2002Expiration Date: November
04, 2012[Printable Format \(PDF\)](#)

Subject: Official Representational Fund w/Changes 1 - 4 (11/15/05)**Responsible Office: Office of the Administrator**[| TOC](#) | [ChangeHistory](#) | [preface](#) | [chapter1](#) | [chapter2](#) | [chapter3](#) | [ALL](#)

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3.1 CLAIMS AND ACCOUNTING

3.1.1 NASA Form 1082, Claim for Reimbursement and/or Accounting for Advance from the Official Representational Fund, (available as an electronic form at <http://www.hq.nasa.gov/office/codec/codeci/help/forms/formnf.htm>) must be completed and submitted with the pertinent, substantiating documents (e.g., receipts, direct deposit information for electronic payment process) through the Assistant Executive Officer for the Office of the Administrator to the Chief of Staff. A copy of the approved NASA Form 1081 that requested the use of the funds must always be submitted with all other substantiating documentation.

3.1.2 Upon approval by the Chief of Staff, the Assistant Executive Officer will forward the NASA Form 1082, attachments, and payments, if applicable, to the RFO.

3.2 EXCEEDING APPROVED AMOUNTS

Where actual expenditures exceed the amount authorized, up to 110 percent of the amount authorized, a complete justification for the excess expenditures shall be included on the NASA Form 1082 for the event. If the expenditures exceed 110 percent of the preauthorized amount, absent specific written ratification/approval of the expenditure by the initial approving authority, the excess expenditures beyond 110 percent will be the personal responsibility of the requesting official.

3.3 ACCOUNTING FOR EXPENDITURES

3.3.1 Accountability and Documentation. All expenditures for which payment is requested from the ORF must be properly accounted for and documented. Such accounting must accompany all claims for payment or reimbursement. Substantiating documents are required and must include the following as applicable.

3.3.1.1 Separate itemization of amounts payable to the claimant and amounts payable directly to vendors, supported by receipts and vendor invoices, is required when direct payment to vendors is requested.

3.3.1.2 A certification must be included that the goods and/or services represented by each attached vendor invoice has been received and that payment is due.

3.3.2 Final Accounting for Advances. As soon as possible, but not later than 60 calendar days after receipt of the advance, the recipient must prepare the final accounting. The final accounting must be completed per the guidance provided in section 3.1. If there are extenuating circumstances, as determined by the RFO, an advance may be outstanding more than 60 calendar days as needed to meet the requirements of the Office of the Administrator.

3.4 ACCOUNTING FOR RECEIPTS

3.4.1 When NASA employees, attending an official function, are charged a pro rata share of the cost of food and refreshments (see section 2.3.2), the Assistant Executive Officer for the Office of the Administrator, acting for the Chief of Staff, is responsible for maintaining a record of the amounts collected, safekeeping the funds in a secured container, and periodically transmitting these monies and records to the RFO.

3.4.2 The RFO will deposit these funds in the U.S. Treasury and ensure that amounts collected in excess of the actual cost will be deposited in the appropriate account of the U.S. Treasury.

3.5 PAYMENT

Payments to the account of the claimant will be made, consistent with the NASA Financial Management Manual 9630, Invoice Examination and Payment.

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